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Director of Central Intelligence
Security Committee

Security Awareness and Education Subcommittee(SAES)

MEMORANDUM FOR MEMBERS

SUBJECT: SAES Meeting

1. We will hold subject meeting at 10:00 a.m., Wednesday, 18 December 1985, Ames Building, Rosslyn, VA. The receptionist at the badge desk will provide you with the conference room number.

2. The agenda for the meeting is as follows:

a. Approval of Minutes, 21 November 1985, meeting.

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b. Continuing discussions on proposals for an SAES "retreat" and "SAES approaches to IC agency/departments senior managers."

3. Attached for your information and planning is an invitation to the SECOM Christmas Party. Member consensus is that we attend the SECOM party instead of our own which we set for the same date. If you plan to attend, please call me to confirm and send me a check for \$9.50, payable to [redacted] NLT 9 December. Two potential problems: Reservations are limited to 70, so it's "first come, first served"; there is no metro stop near Fort McNair, so either we must drive over or take the DOD shuttle from the Pentagon to the main entrance of the fort and then walk (3 blocks?). Because of the above "difficulties" in going to the SECOM party, I will not at this time cancel our reservations at the Szechuan Garden in Rosslyn. If for some reason we cannot attend the SECOM party, we can then go ahead with our own plans.

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4. If you have additional thoughts on our Christmas function or recommendations on topics for discussion at the meeting, please call me at [redacted]

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Chairman, SAES

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